

Position Description



Position: Family Social Worker
Classification Code: AHP2
Division: Family Law

POSITION DESCRIPTION

Summary of Role:

The Family Social Worker will undertake case work of a complex nature, in the capacity of an in-house family social work practitioner in the Family Law Division.

The Family Social Worker will liaise with and refer parties/clients to a range of therapeutic services.

The Family Social Worker will also provide social support services to work with victims and alleged perpetrators of family violence involved in family law matters and assist them to safely navigate the family law court processes. This may include attending Federal Circuit and Family Court of Australia, Adelaide Magistrates Court and other regional locations, as required.

Reports to: Senior Social Worker and Team Leader

Special Conditions:

The employee:

- may be required to undertake some out of hours work.
- may be required to undertake some intra/interstate travel.
- may be required to work at any Legal Services office as required.
- will undergo periodic National Police Clearances and DHS Working with Children Checks.
- is required to comply with the standards outlined in the Code of Ethics for the South Australian Public Sector, relevant legislation, and Legal Services policies and procedures.
- is required to maintain strict confidentiality in accordance with Section 31A of the *Legal Services Commission Act 1977*.
- is required to comply with requirements of Legal Services in house costing of case and non-case related work and any other costing systems.
- is required to participate in performance reviews and development programs.
- is required to attend mandatory in-house training and Mandatory Continuing Professional Development.

Key Responsibilities and Duties:

- Work in partnership with the legal practitioners to liaise with and refer parties/clients to a range of therapeutic services including e.g. counselling, contact services, parenting after separation programs, behaviour change programs.
- Provide social support services to work with victims and alleged perpetrators of family violence involved in family law matters.
- Assist clients to engage with family law court processes safely, including through risk assessment and safety planning, including the safe transition between, and support clients across, the Commonwealth family law, state family violence and state child protection jurisdictions.
- Provide trauma-informed and high-quality social support services, so that clients' non-legal issues, particularly where they elevate the risk of family violence (such as drug and alcohol use, mental health issues and homelessness), are identified and responded to alongside legal issues.
- Contribute to the development and maintenance of close working relationships with key external stakeholders including the courts, family dispute resolution practitioners and government and non-government organisations.
- Conduct or assist in training sessions for Legal Services' staff and contribute to the development of policy, publications, promotion of services on issues relating to family law including but not limited to attending Federal Circuit and Family Court of Australia, Adelaide Magistrates and other regional offices as required.
- Conduct or assist with research on issues relating to family law, including the setting of standards, policies and guidelines within Legal Services.
- Provide assistance to the Family Law Division on social work matters as appropriate including mentoring and supervision for Legal Services' staff who require assistance in responding well to client related social issues such as children being exposed to high conflict between parents, dysfunctional communication, management of mental health, drug dependence and use, addiction associated problems and/or housing and homelessness.
- Provide support to the division by way of policy and procedural advice and contributing to social analysis of family law reform.
- Communicate effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds.
- Comply with Legal Services' requirements for the recording of client information, statistical data and other reporting and evaluation procedures, and maintain good file management and comply with professional ethics and standards.
- Actively participate and contribute to responsible and safe work practices by complying with WHS legislation, policies and procedures.
- Embrace diversity and cultural differences in the workplace by displaying respectful behaviour in the workplace.

PERSON SPECIFICATION**ESSENTIAL REQUIREMENTS****Educational/Vocational Qualifications:**

- Appropriate degree or equivalent qualification which gives eligibility for full membership of the Australian Association of Social Workers.

Personal Abilities/Aptitudes/Skills:

- Demonstrated ability to work independently and as a member of a multi-disciplinary team.
- Demonstrated well developed organisational skills including the ability to prioritise workload and meet deadlines and work under pressure.
- High level interpersonal skills, including conflict resolution skills and the ability to communicate with clients, members of the legal profession, other members of the family dispute resolution community, professional staff of different disciplines, administrative staff and staff of other agencies both orally and in writing.
- Ability to contribute to the achievement of performance targets in relation to activity, quality, research and development in line with organisational goals.
- Ability to exercise initiative, analyse complex problems and implement practical solutions towards an amicable solution to client problems.
- Demonstrated commitment to continuing professional development and expanding general knowledge in areas involved in family law.

Experience:

- Demonstrated experience in working with parties who are at high risk of exposure to abuse including from family and domestic violence, neglect, sexual abuse and physical harm.
- Demonstrated theoretical and practical knowledge of family counselling, child development and family dispute resolution issues and the availability and effectiveness of alternative agencies and support systems in the community.
- Experience in early assessment for clients and quality improvement programs.
- Experience in complex casework and exercising proper and accurate file management.
- Strong digital skills and competency in the use of Microsoft Office suite of products, the internet, email correspondence and electronic records management systems.

Knowledge:

- Knowledge of social and emotional issues experienced by clients and their children in family law parenting matters.
- Comprehensive knowledge of Social Work theories and methodologies in the family law environment.
- An understanding of Workplace Health and Safety and Equal Opportunity principles.

DESIRABLE REQUIREMENTS

- A minimum of three years full time experience in the provision of social work services.
- Demonstrated practical knowledge of the operation of the Family Law Act and related legislation.

Position Description Approval

Approved by:

Signed by:

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Delegate

04 March 2026

Date